

**STATE OF NEBRASKA**

Department of Health and Human Services
 REGULATION AND LICENSURE - Credentialing Division
 P.O. Box 94986 - Lincoln, Nebraska 68509-4986
 Telephone #: 402-471-2117

EDUCATIONAL ELIGIBILITY WORKSHEET
NURSING HOME ADMINISTRATION
SECTION A - PERSONAL INFORMATION (All applicants must complete this section)

1.	Name:	First:	Middle/Initial:	Last:
2.	Address:	Street/PO/Apt/Route:		
		City:	State:	Zip Code:
3.	Telephone # (Optional):			

SECTION B - INFORMATION RELATING TO THE APPLICANT'S DEGREE.

➔ **SUBMIT** an official transcript verifying degree and course work (if applicable) completed to date.

In regards to submission of your transcript, mark appropriate information below:

Transcript attached:	<input type="checkbox"/>	Transcript forwarded separately:	<input type="checkbox"/>	Last Name on Transcript:	
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List below (where indicated) the University or College Name, the date of graduation, degree, and major.

Check below the Degree Earned ✓		Name of College or University	Date of Graduation	Major
<input type="checkbox"/>	Associate Degree			
<input type="checkbox"/>	Degree or Advanced Degree <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate			
<input type="checkbox"/>	Degree or Advanced Degree in Health Care, Health Care Administration or Services <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate			
<input type="checkbox"/>	Nursing Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Degree			

SECTION C – WORK EXPERIENCE**ONLY APPLICANT'S WITH THE FOLLOWING DEGREE'S AND SPECIFIED WORK EXPERIENCE MUST COMPLETE THIS SECTION:**

1	Baccalaureate, Master's or Doctorate degree from an accredited institution in Health Care, Health Care Administration or Services if the applicant has at least 2 years working full time as an administrator or director of nursing of a hospital with a long-term care unit or assisted-living facility or director of nursing in a nursing home or home for the aged or infirm;		
	<input type="checkbox"/>	Administrator of a Hospital with a Long-Term Care Unit	
	<input type="checkbox"/>	Administrator of an Assisted-Living Facility	
2	Degree or Diploma in Nursing if the applicant has at least 2 years working full time as an administrator or director of nursing of a hospital with a long-term care unit or assisted-living facility or director of nursing in a nursing home or home for the aged or infirm;		
	<input type="checkbox"/>	Director of Nursing of a Hospital with a Long-Term Care Unit	
	<input type="checkbox"/>	Director of Nursing of an Assisted-Living Facility	
OR			
3	Associate Degree with at least 2 years working full time in a nursing home or home for the aged or infirm or previous work experience in health care administration.		
	<input type="checkbox"/>	Title of position in nursing home/home for the aged or infirm _____	

WORK EXPERIENCE:

1.	Name of Facility where experience gained:			
2.	Address:	Street/PO/Route:		
		City:	State:	Zip Code:
3.	Telephone # (Optional):			
4.	Dates of Experience:	From:	To:	

WORK EXPERIENCE:

1.	Name of Facility where experience gained:			
2.	Address:	Street/PO/Route:		
		City:	State:	Zip Code:
3.	Telephone # (Optional):			
4.	Dates of Experience:	From:	To:	

► Official Verification of Employment as indicated above, must be submitted – examples are: a letter from the Corporate Office, the Facility Board of Director's, Personnel Office, Supervisor, or other similar documentation.

SECTION D – EDUCATIONAL CONTENT AREAS - ALL APPLICANTS MUST COMPLETE THIS SECTION EXCEPT THOSE WITH THE FOLLOWING TYPES OF DEGREES:

1. Baccalaureate, Master's or Doctorate degree from an accredited institution in Health Care, Health Care Administration or Services if the applicant has at least 2 years working full time as an administrator or director of nursing of a hospital with a long-term care unit or assisted-living facility or director of nursing in a nursing home or home for the aged or infirm; OR
2. Degree or Diploma in Nursing if the applicant has at least 2 years working full time as an administrator or director of nursing of a hospital with a long-term care unit or assisted-living facility or director of nursing in a nursing home or home for the aged or infirm

You must have completed at least 3 hours in each of the educational areas identified below may be gained by obtaining academic hours or continuing education hours or a combination of both academic and continuing education

FORMULA FOR CALCULATING HOURS:

Continuing Education:	10 continuing education hours	= 1 coursework hour
Semester hours:	1 semester hour	= 1 coursework hour
Quarter hours:	1.5 quarter hours	= 1 coursework hour

➡ ATTACH an official course description for each course listed below							
Educational Content Area				Course Number	Course Title	Name of University or College Hours Earned	Hours Earned
Area 1: Patient Care and Services. Includes coursework such as:							
a	Aging	i	Geriatrics/Gerontology				
b	Nutrition	j	Medical Terminology				
c	Environmental Health and Safety	k	Health Care Delivery Systems				
d	Ancillary Health Services	l	Therapeutic Recreation				
e	Nursing	m	End of Live Care				
f	Pharmacology	n	Food Management				
g	Developmental Disabilities	o	*75 hour Nurse Aide Training				
h	Disease Process		Course will meet this area				
Area 2: Social Services. Includes coursework such as:							
a	Spirituality	f	Social Services (Medicaid/Medicare)				
b	Social Gerontology (i.e.: theories of aging/social aspects of aging/multi-cultural issues)	g	Developments in Aging				
		h	Social Work				
c	Human Development/Lifespan	i	Mental Health				
d	Therapeutic Recreation	j	Death and Dying				
e	Psychology (psychological aspects of aging)	k	Case Management				
		l	Sociology				

Educational Content Area				Course Number	Course Title	Name of University or College Hours Earned	Hours Earned
Area 3: Financial Management. Includes coursework such as:							
a	Financial Planning	d	Business Management				
b	Accounting (Payroll, AR, Taxes, HP, general ledger)	e	Office Management				
		f	Management				
c	Statistics	g	Medicare/Medicaid				
Area 4: Administration. Includes coursework such as:							
a	Management/Organizational Theory	e	Communication Skills				
		f	Leadership Skills				
b	Strategic/Financial Planning	g	Purchasing/Inventory Control				
c	TQM/CQI	h	Law Courses (i.e.: Public Administration, Business Law)				
d	Personnel/Human Resources/Labor Relations						
Area 5: Rules, Regulations & Standards Relating to the Operation of a Health Care Facility. Includes coursework such as:							
a	Health Care Administration	e	OSHA/OBRA/ANSI Standards				
b	Labor Laws	f	Life/Safety Code				
c	Nursing Home Administrator Regulations	g	Medicare/Medicaid Issues				
		h	ADA-FMLA, NFPA-FSES				
d	Nursing Facility Standards	i	Ethics/Law				

Methods for NHA Licensure Eligibility

The following chart will assist you in determining if core education is required and if you are required/allowed to complete either an AIT or Mentoring Program.

Degree	Core Education Required	Previous Work Experience	AIT or Mentoring Program
1. Associate degree (no specific area of concentration)	YES	None	Administrator-in-Training
2. Associate Degree (no specific area of concentration)	YES	Previous Work Experience; which means: At least 2 years working full time in a nursing home or home for the aged or infirm or previous work experience in health care administration.	Mentoring Program OR Administrator-in-Training
3. Degree or Advanced Degree (no specific area of concentration) (baccalaureate, master's or doctorate degree from an accredited institution)	YES	None	Mentoring Program OR Administrator-in-Training
4. Degree or Advanced Degree in Health Care (baccalaureate, master's or doctorate degree from an accredited institution in health care, health care administration or services)	NO	Previous Work Experience in Health Care Administration; which means: At least 2 years working full time as an administrator or director of nursing of a hospital with a long-term care unit or assisted-living facility or director of nursing in a nursing home or home for the aged or infirm.	None (AIT or Mentoring Program is not Required)
5. Nursing Degree (degree or diploma in nursing from an accredited program of professional nursing approved by the Board of Nursing) LPN would qualify under this method if he/she has the 2 years of work experience in health care administration (if LPN does not have work experience, he/she would have to at a minimum, obtain an associate degree to be eligible and meet either #1 or #2 above)	NO	Previous Work Experience in Health Care Administration; which means: At least 2 years working full time as an administrator or director of nursing of a hospital with a long-term care unit or assisted-living facility or director of nursing in a nursing home or home for the aged or infirm.	Mentoring Program OR Administrator-in-Training